

FEDERAL SURPLUS PROPERTY CENTER  
2830 SW Kanza Drive TOPEKA, KS 66606  
PHONE (785) 296-2351

\*\*\*All applications must be submitted with original ink signatures\*\*\*

**APPLICATION FOR ELIGIBILITY - - NONPROFIT**

To Receive Federal Surplus Property (41 CFR 101-44.2070)

**I. LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:**

\_\_\_\_\_  
*Name Of Organization*

\_\_\_\_\_  
*Mailing Address ( P.O. Box#, Street, City & State)*

\_\_\_\_\_  
*Zip Code*

\_\_\_\_\_  
*Street Address / Location (If Different From Mailing Address)*

\_\_\_\_\_  
*E-Mail Address*

\_\_\_\_\_  
*County* ( ) *Telephone #* ( ) *Fax #*

**II. APPLICANT STATUS:** | | Nonprofit, Tax-Exempt Organization

**III. TYPE OR PURPOSE OF ORGANIZATION:**

| | College Or University | | School For Handicapped | | Training Center | | Medical Institution  
| | Secondary School | | Child Care Center | | Radio/TV Station | | Hospital  
| | Elementary School | | School For Developmentally Disabled | | Health Center  
| | Preschool | | Museum | | Library | | Clinic  
| | Sheltered Workshop Training Program | | Program For Older Individuals  
| | Provider Of Assistance To Homeless Individuals | | Other \_\_\_\_\_  
(Specify)

**IV. PROVIDE A WRITTEN DESCRIPTION OF PROGRAM OR SERVICES OFFERED, INCLUDING A DESCRIPTION OF FACILITIES OPERATED. (Required)**

**V. Provide the RNO (Race and National Origin) profile of your service area [New Requirement]**

**VI. SOURCES OF FUNDING (Attach Supporting Documentation): (Required)**

| | Tax Supported | | Grant | | Contributions | | Other \_\_\_\_\_  
(Specify)

**VII. HAS THE ORGANIZATION BEEN DETERMINED TO BE TAX EXEMPT UNDER SECTION 501 OF THE INTERNAL REVENUE CODE OF 1954: \_\_\_\_\_**  
(You must provide a copy of your IRS 501C3)

**VIII. HAS THE ORGANIZATION BEEN APPROVED, ACCREDITED, OR LICENSED? \_\_\_\_\_ (Copy Required) BY WHAT AUTHORITY? \_\_\_\_\_**

**IX.** \_\_\_\_\_  
*Date* *Signature Of Authorized Official*

**\*\*\*Must be submitted with original ink signatures\*\*\***

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*Title*

## NONDISCRIMINATION ASSURANCE

### LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

\_\_\_\_\_  
*Name of Organization*

\_\_\_\_\_  
*Mailing Address (P.O. Box #, Street, City & State)*

\_\_\_\_\_  
*Street Address / Location (if different from mailing address)*

\_\_\_\_\_  
*Zip Code*

\_\_\_\_\_  
*County*

\_\_\_\_\_  
*Telephone #*

\_\_\_\_\_  
*Fax #*

\_\_\_\_\_, the donee,  
*(Name of Organization)*

agrees that the program for or in connection with which any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with all requirements imposed by or pursuant to the regulations of the General Services Administration (41 C.F.R. 101-6.2 and 101-8) issued under the provisions of Title VI of the Civil Rights Act of 1964, as amended, section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, section 303 of the Age Discrimination Act of 1975, and the Civil Rights Restoration Act of 1987, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees (1) that this agreement shall be subject in all respects to the provision of said Federal Statutes and regulations (2) that this agreement obligates the donee for the period during which it retains ownership or possession of the property, (3) that the United States shall have the right to seek judicial enforcement of this agreement, and (4) that this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Signature of Authorized Official)*

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
FOR COVERED CONTRACTS**

Federal Executive Order 12549 requires the Kansas Federal Surplus Property to screen each Applicant Organization to determine whether the applicant has a right to obtain financial assistance/property in accordance with federal regulations on debarment, suspension, ineligibility and voluntary exclusion. Each applicant organization/covered contractor must also screen each of its covered subcontractors. In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the Applicant Organization accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the Organization rendered an erroneous certification, in addition to other remedies available to the federal government, Kansas Federal Surplus Property, the United States General Services Administration or other federal department or agency may pursue available remedies, including suspension and/or debarment.
2. The Organization shall provide immediate written notice to the Agency to which this certification is submitted if at any time the Organization learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this certification have meanings based upon material in the Definitions and Coverage sections of federal rules implementing Executive Order 12549.
4. The Organization agrees by submitting this certification that, should eligibility to acquire property be granted, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by Kansas Federal Surplus Property, the United States General Services Administration or other federal department or agency.
5. The Organization further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts is solicitation for all covered subcontracts.
6. The Organization may rely upon a certification of a potential subcontractor that is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. An Organization must, at a minimum obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if an Organization in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the United States General Services Administration, or other federal department or agency, as applicable, and/or Kansas Federal Surplus Property may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS**

Indicate in the appropriate space which applies to the covered potential contractor.

\_\_\_\_ The Applicant Organization certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Kansas.

\_\_\_\_ The applicant Organization is unable to certify to one or more of the terms in this certification, and the Applicant Organization must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

\_\_\_\_\_  
Name of Applicant Organization

\_\_\_\_\_  
Sign/Title of Authorized Official

\_\_\_\_\_  
Date